

434ARWI25-103

BY ORDER OF THE 434AIR REFUELING WING

434 AIR REFUELING WING INSTRUCTION 25-103

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Logistics Staff

WING PALLET AND NET CONTROL PROCEDURES

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This instruction implements AFD 25-1, *War Reserve Material*, and AFI25-101, *War Reserve Material (WRM) Program And Guidance Procedures*. This instruction outlines procedures for the management, reporting, accounting, inspection and disposition of system 463L pallets, nets and tie-down equipment. It applies to Grissom Air Refueling Base, IN unit's authorized War Readiness Material (WRM) pallets and nets.

1. General Information. The following publications are applicable for management of pallets and nets. Personnel involved with pallet and net management must have access to or have on hand:

1.1. AFI 25-101, *War Reserve Material (WRM) Program and Guidance Procedures*.

1.1.2. 434 ARWI 25-104, *War Reserve Material (WRM)*.

1.1.3. T.O. 35D33-2-2-2, *Instructions With Parts Breakdown 463L Air Cargo Pallets*.

1.1.4. T.O. 35D33-2-3-1, *Maintenance and Repair Instructions – Air Cargo Pallet Net*.

1.2. HQ AFRC establishes authorizations for pallets and nets, and will furnish disposition instructions for unit reporting excess and/or reparable pallets.

1.3. All pallets and nets allocated to the 434 ARW are War Reserve Material (WRM) equipment. Pallets and nets are not allocated for normal day to day operations; peacetime use of WRM pallets and nets is authorized for 434 ARW deployments and exercises.

1.4. The ARW/XPL is the base focal point for the WRM program, ensuring all base responsibilities are properly carried out in accordance with this instruction.

1.5. Allocation and distribution of pallets and nets to units is based on unit requirements. The number of pallets and nets a unit needs to palletize their mobility equipment is contained in Contingency Operations Mobility Planning and Execution System (LOGMOD), LOGPLAN ID/UTC summary. Pallets and nets are authorized during deployment/mobility exercises for: palletizing passenger baggage, mobility bags, small arms ammunition, and weapons. Units sign for their nets and pallets, and are responsible for their accountability, storage, periodic inspection, corrosion control, cleaning, and reporting.

1.6. 434 ARW/XPL conducts quarterly WRM surveillance visits IAW AFI 25-104, *War Reserve Material (WRM)*. LGT will accompany personnel during the scheduled surveillance visits. Unit WRM monitors and pallet and net custodians will be apprised of the reports and tasked to correct discrepancies, IAW 434 ARWI 25-103, *Wing Pallet and Net Control Procedures*.

2. Unit Commanders.

2.1. Designate by name a primary and alternate pallet and net custodian to include office symbol, and phone number. Ensure a custodian is available during deployments to manage unit pallets, nets, and tie-down devices.

2.1.1. Provide storage for unit pallets and nets. Storage area must meet criteria specified in T.O. 35D33-2-2-2, *Instructions with Parts Breakdown 463L Air Cargo Pallets* and T.O. 35D33-2-3-1, *Maintenance and Repair Instructions – Air Cargo Pallet Net*.

2.1.2. Ensure quarterly inspection and inventory of unit pallets and nets utilizing the inventory report. See **Attachment 1**. Submit the report to 434 ARW/XPL.

2.1.3. Ensure that unit pallets and nets are not disposed of except as directed by 434 ARW/XPL.

2.1.4. Ensure WRM pallets and nets are serviceable at all times.

3. 434 ARW/XPL.

3.1. Disseminates pallet and net information to all unit custodians and WRM monitors.

3.2. Ensures WRM monitors and custodians are properly assigned and trained.

3.3. Functions as the single POC for pallet and net matters between 434 ARW and outside agencies.

3.4. Allocates and distributes pallets and nets to the units based on their requirements.

3.5. Determines disposition of unserviceable pallets and nets and coordinates action with the appropriate agencies.

3.6. Prepares and submits the pallet and net quarterly report IAW numbered IAS numbered Air Force and HQ AFRC guidelines.

3.7. Inventories and inspects pallets and nets, as directed by higher headquarters through unit WRM monitors.

4. 434 LG/LGT:

4.1. Accompany 434 ARW/XPL personnel on WRM surveillance visits.

4.1.2. Arrange vehicle support to exchange 463 pallets at Wright-Patterson AFB, OH.

4.1.3. Control, maintain, and report 463L pallets and nets IAW applicable T.O.s.

4.1.4. All unit WRM monitors/custodians:

4.1.4.1. Account for all pallets and nets.

4.1.4.2. Maintain and store pallets and nets IAW T.O. 33D-2-2-2 and T.O. 35D33-2-3-1 and ensure pallets, nets, and tie-down devices are protected from pilferage.

4.1.4.3. Mark WRM pallets and nets IAW AFI 25-101, *War Reserve Material (WRM Program and Guidance Procedures)*.

4.1.4.4. Mark all pure WRM equipment (use code D) items with a sign or placard containing a solid black equilateral triangle against a solid yellow background. The black triangle must be of an appropriate size in relation to the equipment item being marked; however, it must not exceed 6 inches on a side. Materials for placards will be of such quality to reduce frequent replacement resulting from fair wear and tear.

4.1.4.5. Mark 463L pallets (or stacks of pallets) with a sign or placard, adjacent to and centered on at least one side of the pallets (or stacks).

4.1.4.6. Mark 463L nets (or net racks) with a sign or placard, as described above, centered on at least one side of the nets (or net racks).

4.1.4.7. Inventory and inspect pallets and nets quarterly. Forward a copy of the results to 434 ARW/XPL NLT 15, January, April, July, and October, using the format shown in attachment 1. Provide XPL, upon request, any out-of-cycle inventory requests levied by higher headquarters.

4.1.4.8. Attach completed DD Form 1574, **Serviceable Tag Material**, to each serviceable pallet and net to indicate owning unit and serviceability.

4.1.4.9. Report unserviceable pallets to 434 ARW/XPL IAW the following procedures:

4.1.4.9.1. Pallets will be determined unserviceable IAW T.O. 35D33-2-2-2, section IV. Unserviceable, e.g., repairable or condemned pallets, will require disposition in accordance with T.O. 35D-22-3-3-3, Section IV, Table 6-1.

4.1.4.9.2. Unserviceable pallets will be properly tagged with DD Form 1577, **Unserviceable (Condemned) Tag Material**, or DD Form 1577-2, **Unserviceable (Repairable) Tag Material**, IAW T.O. 35D33-2-2-2, section VI, table 6-1, Table of Limits and Disposition.

4.1.4.9.3. Advise 434 ARW/XPL by letter of unserviceable pallets includes: unit designation, discrepancy and pallet condition, e.g., repairable or condemned.

4.1.4.10. Inspect nets and ensure they are repaired IAW T.O. 33D-33-2-3-1, section 3, maintenance procedures. Nets requiring sewing or stitching to replace hardware and/or webbing will be sent to 434 MXS/LGMFP for repair. Nets will be properly tagged with DD Form 1577-2, and attached to the net near the damaged part. All serviceable hardware from condemned nets shall be cannibalized and retained for repair of unserviceable nets. 434th agencies that process pallets will refer to the 434 MXS/LGMFS shop for repair and/or condition coding of WRM assets.

4.1.4.11. Notify 434 ARW/XPL if WRM assets are moved from one location to another. This includes the movement of assets from one building to another or deployment of assets to another base.

4.1.4.12. Ensure pallets, nets, and tie-down devices used in exercises at home station are accounted for after use. Cleaned as necessary and returned to storage as soon as practical.

4.1.4.13. Ensure pallets, nets, and tie-down devices used in off-station deployments are inventoried and inspected as soon as practical upon arriving at deployed locations. Ensure pallets, nets, and tie-down devices are temporarily stored at the deployed locations as to comply with applicable T.O.s and to prevent pilferage. Clean pallets, nets, and tie-down devices, as required, prior to use in redeployment.

4.1.4.14. Inventory and inspect all pallets, nets, and tie-down devices used in deployments, as soon as practical upon returning to home station. Following return from overseas deployments, ensure compliance with U.S. Customer and/or Department of Agriculture requirements to wash and/or clean pallets, nets, and tie-down devices. Pallets and nets damaged during deployments will be repaired or disposed of IAW this instruction at home station.

4.1.4.15. Request from 434 ARW/XPL disposition instructions for pallets and nets in excess of unit requirements.

4.1.4.16. Obtain hand receipts when pallets and nets are loaned to other units.

4.1.4.17. Be present in duty sections during scheduled WRM surveillance visits.

CHRISTOPHER M. JONIEC, Colonel, USAFR

Commander

Attachment 1

436L Pallet and Net Quarterly Inventory Letter

1. Pallet/Net Inventory for quarter_____.

NETS	PALLETS	TOP NETS	SIDE NETS
Authorized	_____	_____	_____
Serviceable	_____	_____	_____
Repairable	_____	_____	_____
Condemned	_____	_____	_____
Total on Hand	_____	_____	_____
Over/Under	_____	_____	_____

2. Total assets were inspected IAW T.O. 35D-33-3-2-1 and T.O. 35D-33-2-2-2 and the following discrepancies were discovered:

a. _____

b. _____

Unit WRM Monitor

WRM Asset Building Location _____